

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92)

3/25/94
[Signature]

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) CHECK THE APPROPRIATE BOX: (2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	(7) SCHEDULE DATE	(8) NUMBER OF PAGES	(9) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 10 - e 111-A	(10) APPROVAL NUMBER(S) 88-441	(11) APPROVAL DATE(S) 11/9/93	(12) PAGE NUMBER(S) REVISED 1	60

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	(14) TITLE	(15) DATE SIGNED
[Signature]	Assistant Chief of Field Oper	11/9/93

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST	(17) TITLE	(18) DATE SIGNED
[Signature]	Records Management Coordinator	
(18) NAME (printed or typed)	Jan Tankersley	(19) TELEPHONE 323-9188
(20) DATE SIGNED	12-2-93	

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

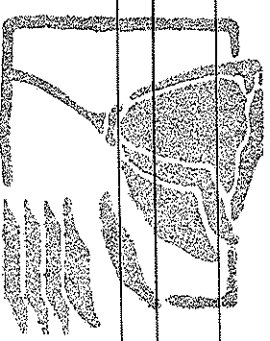
(21) SIGNATURE - OIS CONSULTANT	(22) APPROVAL NUMBER	(23) DATE SIGNED
[Signature]	94-111	6/15/94
(24) TITLE	Per Government Code Section 14755	
(25) ARCHIVAL SELECTION		

THE ATTACHED RECORDS RETENTION SCHEDULE:

(26) ☐ Contains no material subject to further review by the California State Archives

(27) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

CALIFORNIA
STATE ARCHIVES



(28) SIGNATURE - CHIEF OF ARCHIVES	(29) DATE SIGNED
[Signature]	JUL 20 1994

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Board of Equalization		SCHEDULE NUMBER (2) 10 - e	DATE (3) 11-23-93
ORGANIZATIONAL UNIT Sales & Use Tax Admin./ Asst. Chief of Field Op.		PAGE	OF PAGES (4)
ADDRESS (Number 450	Street N	City) Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 94.11

[illegible]

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

D. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Board of Equalization		SCHEDULE NUMBER (2) 10 - e	DATE (3) 11/9/93
ORGANIZATIONAL UNIT Sales & Use Tax Administration		PAGE 1	OF 1 PAGES (4)
ADDRESS (Number Street City) 450 N Street, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 94-68-441	

ITEM NUMBER (Triple space between items)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	32	Hold / No Retention	Assistant Chief of Field Operations Subject files/correspondence	P		5			5		Adverse Actions Personnel Investigations Supervisors Telephone numbers Public Records Act (Government Code 6254) Active until superseded Active until superseded
2	2		Confidential Files	P		5			5	X	
3	1.5	Hold / No Retention	Binders: CPPM, BEAM, SAM, Audit Manuals, etc.	P	Active				Active		
4	21	Hold / No Retention	Administrative Assistant to Chief of Field Operations Subject files	P		5			5		
5	3		District Requisitions	P		2			2		
6	1		Binders: CPPM, BEAM, Operations Memos, Audit Manual, etc.	P	Active				Active		
Total: 60			Total Cubic Feet								

*Provide total of office and departmental